

**United States Department of Commerce
National Institute of Standards and Technology
Recruiting Bulletin – Gaithersburg, MD
Updated April 2006**

The National Institute of Standards and Technology (NIST) in Gaithersburg, Maryland, maintains an Applicant Supply File of candidates for the critical shortage career paths, pay bands, and occupations listed below.

SCIENTIFIC AND ENGINEERING POSITIONS (ZP)

ZP Pay Bands I through V (equivalent to GS-5 through GS-15):

0801 – General Engineer	0855 – Electronics Engineer
0803 – Safety Engineer	0858 – Biomedical Engineer
0804 – Fire Protection Engineer	0892 – Ceramics Engineer
0806 – Material Engineer	0893 – Chemical Engineer
0810 – Civil Engineer	0896 – Industrial Engineer
0819 – Environmental Engineer	1321 – Metallurgist
0830 – Mechanical Engineer	1529 – Mathematical Statistician
0840 – Nuclear Engineer	1550 – Computer Scientist
0850 – Electrical Engineer	2210 – Info. Technology Specialist
0854 – Computer Engineer	

ZP Pay Bands III through V (equivalent to GS-11 through GS-15)*:

0101 – Social Scientist	1310 – Physicist
0110 – Economist	1320 – Chemist
0401 – Biologist	1515 – Operations Research Analyst
0403 – Microbiologist	1520 – Mathematician
1301 – Physical Scientist	1530 – Statistician
1306 – Health Physicist	

Duties are to advise on, administer, supervise, or perform professional scientific or engineering research and/or development; or formulate, conduct, lead, manage, or consult on technology programs or policy issues.

* Applications will also be accepted for these series at pay bands I and II from applicants with a bachelor's degree with at least a 2.9 GPA or better (on a 4.0 scale) or a masters degree.

TECHNICIAN POSITIONS (ZT)

ZT Pay Band III - V (equivalent to GS-9 through GS-13):

0802 - Nuclear Engineering Technician

Duties are to apply a practical knowledge of nuclear engineering principles involved in the monitoring, operation, and maintenance of nuclear reactors and auxiliary systems.

ZT Pay Bands I/II (equivalent to GS-4 through GS-8)*:

0019 – Safety Technician

0332 – Computer Operator

0404 – Biological Technician

0802 – Engineering Technician

0856 – Electronics Tech.

1311 – Physical Science Technician

Duties are to assist scientists and engineers in design and development of technical aspects of the work; operating instruments and equipment; conducting tests; data entry; developing and providing technical information about equipment and developing equipment maintenance programs and techniques; maintaining surveillance and on-site inspection of contracts for the construction, remodeling, or repair of structures and facilities, etc.

* Applications will be accepted for these series at pay band I from applicants with an associate's degree with at least a 2.9 GPA or better (on a 4.0 scale) and at the pay band II from applicants with a bachelor's degree with at least a 2.9 GPA or better (on a 4.0 scale).

ADMINISTRATIVE POSITIONS (ZA)

ZA Pay Band III - IV (equivalent to GS-11 through GS-14)

1102 – Contract Specialist

1102 – Procurement Analyst

Duties are to advise on or administer, supervise, or perform professional duties in developing or carrying out policies and procedures to procure supplies, services, construction, or research and development using formal advertising or negotiation procedures; to evaluate contract price proposals; and to administer, terminate, and close out contracts.

SUPPORT POSITIONS (ZS)

ZS Pay Bands I through II (equivalent to GS-2 through GS-4):

0086 – Security Assistant	0351 – Printing Assistant
0203 – Human Resources Assistant	0382 – Telephone Operator
0303 – Administrative Support Asst.	0394 – Communication Assistant
0304 – Information Receptionist	0503 – Financial Assistant
0305 – Mail & File Clerk	0525 – Accounting Technician
0318 – Secretary	1087 – Editorial Assistant
0326 – Office Automation Assistant	1105 – Purchasing Agent
0335 – Computer Assistant	1106 – Procurement Technician
0344 – Management Assistant	1411 – Library Technician
0350 – Equipment Operator	2005 – Supply Technician

Duties are to administer, supervise, or perform work of a general clerical or administrative nature for which one of the following special skills is required; typing, stenography, data transcription, or office automation.

ZS Pay Bands II through V (equivalent to GS-4 through GS-10)

0083 – Police Officer

Duties are to maintain law and order, preserves peace; prevents, detects and investigates crimes and accidents; apprehends and arrests violators; enforces applicable laws, ordinances, and agency security rules and regulations; protects staff, visitors, buildings, and property; detects and prevents theft, trespass; reports fires, accidents, hazards; directs traffic; controls parking; and issues warnings and citations.

Pay Band Salary Information

Scientific and Engineering Career Path (ZP)

Pay Band I = \$ 19,214 - \$ 48,477
Pay Band II = \$ 36,671 - \$ 66,507
Pay Band III = \$ 54,272 - \$ 87,078
Pay Band IV = \$ 77,353 - \$ 118,828
Pay Band V = \$ 107,521 - \$ 139,774

Scientific and Engineering Technician Career Path (ZT)

Pay Band I = \$ 19,214 - \$ 34,402
Pay Band II = \$ 29,604 - \$ 52,794
Pay Band III = \$ 44,856 - \$ 64,213
Pay Band IV = \$ 54,272 - \$ 84,559
Pay Band V = \$ 77,353 - \$ 100,554

Administrative Career Path (ZA)

Pay Band III = \$ 54,272 - \$ 84,559
Pay Band IV = \$ 77,353 - \$ 118,828

Support Career Path (ZS)

Pay Band I = \$ 19,214 - \$ 27,878
Pay Band II = \$ 23,571 - \$ 36,037
Pay Band III = \$ 29,604 - \$ 43,061
Pay Band IV = \$ 36,671 - \$ 52,794
Pay Band V = \$ 44,856 - \$ 64,213

Duty Location: Gaithersburg, MD. (From time to time, a small number of vacancies may be located at sites other than Gaithersburg, MD.)

Basis for Rating: Applicants will be rated to determine basic qualifications and may be ranked against the knowledge, skills and abilities required by the positions being filled. The knowledge, skills and abilities required will be related to technical competence, technology application (the ability to use the tools, machines, or equipment common to the field), and oral and/or written communication. No written tests are required.

Applicant Supply File application procedures are as follows:

- Applicants must complete the NIST on-line application Supply File application at <http://asf.nist.gov>
- Applications, with the exception of 10-point preference eligibles, will be kept on file for a period of 90 days.
- Applications of 10-point preference eligibles will be kept on file for a period of one year.
- Applicants must submit a new application package for each additional period of consideration.
- There may not be any current job vacancies. Please check <https://www.jobs.doc.gov> for a list of current jobs available.
- Applicants will be contacted by NIST upon consideration for employment to inform them of selective factors that would be required to meet minimum qualifications for a particular position.
- Term or temporary positions filled through the Applicant Supply File process may be extended without further competition up to a maximum of 4 years for term appointments or 2 years for

temporary appointments. This implies no guarantee or promise that the appointment will be extended.

- Applicants must be U.S. citizens.

How to Apply: Applicants are to complete the NIST on-line Applicant Supply file application, <http://asf.nist.gov>. If selected for a position with a positive education requirement or a critical shortage highly qualified candidate, e.g., qualifying based on education, an official transcript will be required prior to appointment. Applicants claiming [Veteran's Preference](#) **must** submit their DD-214 and, if appropriate, [SF-15, Claim for 10-Point Veteran's Preference](#) with supporting documentation.

Contact: Eva Goldberg: Phone (301) 975-3012, TTY (301) 975-8189 e-mail: eva.goldberg@nist.gov

NIST does not accept e-mailed or faxed applications. Please complete the on-line application.

NIST provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us by calling the above number. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Special Information for Surplus and Displaced Federal Employees under the Career Transition Assistance Plan (CTAP) and the Interagency Career Transition Assistance Plan (ICTAP):

Applicants requesting Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) special priority consideration must be determined to be well-qualified for the position to be eligible for this consideration. CTAP and ICTAP eligibles will be considered well-qualified if they meet the basic qualification requirements; physical, suitability, and education requirements; and meet specific evaluation criteria as contained in the rating and ranking questions. Applicants seeking CTAP/ICTAP consideration must submit proof that they meet the eligibility requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330-704 for ICTAP. After reviewing these requirements, you must fax (following instructions provided in the on-line application) proof of eligibility that includes a copy of the agency notice, a copy of your most recent Performance Rating, and a copy of your most recent SF-50 that identifies your position, grade level, duty location, and tenure.

Current surplus and displaced applicants in the local commuting area will be advised, in writing, regarding the results of their application, and whether or not they were found to be well-qualified. Applicants will be given an opportunity to address the selective factors when used. To be determined well-qualified, an applicant must score 90% or above when quality ranking factors are used. If not found to be well-qualified, the notice will include information on the results of an independent, second review. If an applicant is found well-qualified, and another well-qualified surplus or displaced candidate is selected, the applicant will be so advised.

The Federal Government is an Equal Opportunity Employer